

Claim Submission Deadline Policy

To be entitled to reimbursement, a claim preparer for each sponsor must submit a monthly claim for reimbursement and one photocopy, that includes data in sufficient detail to justify the reimbursement claimed. The data must include, at a minimum, the number of free meals, reduced-price meals, and paid meals served; and an authorized agent or district official of the sponsor must sign the claim. All claims submitted must include an agreement number *and* an original signature to be considered a valid claim. Faxed claims will not be accepted.

All claims (original and adjusted) must be postmarked by the twentieth (20th) day of the second month following the month claimed to be considered for payment (see Appendix A-1 for claim submission deadlines). For example, a July claim must be postmarked by September 20. If the twentieth day falls on a holiday or weekend, the deadline will be the next working day. Claims submitted after the deadline cannot be processed, except as described on page 7, "Late Claims".

Mail claims to:

California Department of Education
Child Nutrition Fiscal Services
1430 N. Street, Suite 2213
Sacramento, CA 95814

Corrected claims must be returned to Child Nutrition Fiscal Services (CNFS) no later than the tenth (10th) day of the third month following the month claimed to be considered for payment. For example, a July claim correction must be received by October tenth. The submission deadline for audited claims is established by the state on a case-by-case basis.

NOTE: Sponsors should not use certified mail for the submission of claims to CNFS, because using certified mail could delay the processing of the sponsor's claim. To receive verification of the receipt of a claim, the claim preparer must enclose a self-addressed, stamped postcard noting the agency name, agreement number, claim month, and whether the claim is original or adjusted. If this

postcard is enclosed with the sponsor's claim and submitted to CNFS by regular US mail, the postcard will be signed, dated and returned to the sponsor. If certified mail is used, it must be addressed to the street address below. ***The Department cannot be held responsible for certified mail that is misdirected by the United States Postal Service.***

Sponsor representatives are not encouraged to personally deliver claims. However, if claims are delivered personally, they must be delivered to:

California Department of Education
Child Nutrition Fiscal Services
1430 N Street, Room 2213
Sacramento, CA 95814

Personally delivered claims must be date stamped at the mail desk to be valid.

As a courtesy, approximately 50 days after the end of a claim month, CNFS sends a Notice of Delinquent Claim to each sponsor from which CNFS has not received a claim.

Claim Submission Deadlines

October 2004 Through September 2005

Claim Month
(Item 2)

Submission Deadline
Postal cancellation stamp)

October 2004	Monday, Dec. 20, 2004
November 2004	Thursday, Jan. 20, 2005
December 2004	Monday, Feb. 21, 2005
January 2005	Monday, Mar. 21, 2005
February 2005	Wednesday, Apr. 20, 2005
March 2005	Friday, May 20, 2005
April 2005	Monday, Jun. 20, 2005
May 2005	Wednesday, Jul. 20, 2005
June 2005	Monday, Aug. 22, 2005
July 2005	Tuesday, Sep. 20, 2005
August 2005	Thursday, Oct. 20, 2005
September 2005	Monday, Nov. 21, 2005